

DD/A 81-0747

9 APR 1981

MEMORANDUM FOR: Director of Communications
Director of Data Processing
Director of Finance
Director of Information Services
Director of Logistics
Director of Medical Services
Director of Security
Director of Training & Education

STAT FROM:

Chief, Management Staff, DDA

SUBJECT: Directorate Planning Process

1. Those activities and elements which constituted the Directorate Planning Process including strategic, operational and conversational objectives, action plans, narrative reports, and quarterly management conferences are hereby temporarily discontinued. There also is no reporting requirement at the directorate level on your second quarter 1981 Directorate Planning Process activity.

2. You should continue to pursue whatever office-level planning activity you feel best serves your needs.

3. We will report any information on the status of the Agency Long-Range Planning activity when we receive it. You will also be given ample notice when and if a replacement planning process at the directorate level is generated.

STAT 4. If you have any questions or comments, please call me on extension

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cc: Office Planning Officers

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Approved For Release 2003/05/28 : CIA-RDP87-01146R000300070001-3

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DD/A 81-1697

14 AUG 1981

MEMORANDUM FOR: Director of Communications
Director of Data Processing
Director of Finance
Director of Information Services
Director of Logistics
Director of Medical Services
Director of Security
Director of Training & Education

25X1 FROM:
Executive Officer to the DDA

SUBJECT: Planning Assumptions

1. We are re-instituting a simplified planning/tracking system at the directorate level beginning in FY 82.

2. Part of that system will require each of your offices to author a short three-to-five year plan, or to extract from your existing planning mechanism. believes that these plans should be developed with some general guidelines or planning assumptions which he provides you with. He would like your help in arriving at some of these planning assumptions.

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3. We propose to take about 1/2 hour after the Tuesday, 18 August staff meeting to review the attached strawman list of these assumptions, and of course, to add or delete as you see fit. The strawman list was developed as a result of a meeting with Noel Firth who is chairing the current Agency planning activity titled the Capabilities 85 exercise.

4. DDA contact on this activity will be the planning officer, extension

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Attachment:
As Stated

CL 1 3466

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Planning Assumptions - 5 Years

The Agency has been shortchanged for the past 10-15 years. A major recapitalization is needed and will begin with the next budget year. The era of "Doing More With Less" is over, though there will be a continued emphasis on cost effectiveness and efficiency.

The Agency will adopt a multiyear, target-oriented program approach as a budgetary strategy. It is likely that support requirement will be incorporated into a total program concept. It will be our responsibility to ensure that our requirements are included in these programs.

A growth in the support area will occur, but most probably it will not be in proportion to the growth in other Agency activities.

A surge capability for quick response to intelligence demands will be developed and will need a support structure which is equally flexible.

The Agency population will increase significantly. Corresponding additional support demands will follow.

Activity in support of a new building on the Headquarters compound will continue.

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New technical collection systems will continue to be developed.

The emphasis on increased analytical capabilities (languages, country expertise, amalgamation of multiple source data) will continue.

Increased emphasis on timely response from all support components will be expected.

We can be expected to increase our support of joint Intelligence Community activities.

The Agency's use of non-official cover will increase significantly. Our use of official cover may experience a modest increase.

We will be required to support a quick reaction anti-terrorism capability in the military.

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ROUTING AND TRANSMITTAL SLIP		Date
TO: (Name, office symbol, room number, building, Agency/Post)	Initials	Date
1. AEO/OL	DB	4-6
2. EO/OL	EM	4-6
3. DD/L		6 APR 1981
4. D/L		6 APR 1981
5. C/P&PS/OL ^{no: 0 OL 17} _{PDP 11/70}		
Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

REMARKS

Jim:

In the absence of any formal announcement or directive from the DDA concerning the MBO program, we suggest proceeding with our own internal quarterly review of the progress being achieved on our FY-81 planning objectives.

If you agree with this approach, we'll release the attached memos requesting MBO updates for your review. These updates will be available in the event the DDA reinstates the MBO quarterly review process.

This 13 April deadline is very short - 4 work days. Do we need MBO info this promptly?

DO NOT use this form as a RECORD of approvals, concurrences, clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post) Room No.—Bldg.

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The attached memo from C/MS/DDA announces the temporary discontinuance of the entire DDA planning process. This will not affect the current internal MBO review and evaluation process within the OL. Updates of your Directorate and Office-level planning objectives will continue to be submitted quarterly to this Staff for review by the D/L with the second quarter update due 30 April.

Date

FORM 5-75 101 USE PREVIOUS EDITIONS

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 EO/OL Ed 10 APR 1981
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 D/L J
 C/P+PS 4 Apr 1981 *Pls advise all Dir & staff*